



City of Albuquerque
Cultural Services Department – Special Events Section
400 Marquette NW, 6th Floor
Albuquerque, New Mexico 87102
Ph. # 768-3556 or 311 / Fax # 768-2846



Albuquerque Summerfest 2006 - Street Market Vendor Information

This year's Albuquerque Summerfest will feature an all new "Street Market". The Albuquerque Summerfest Street Market will be held in conjunction with the six Summerfest events on the following dates: June 17, June 24, July 8, July 15, July 22, and July 29, 2006. All events will be held at Civic Plaza from 4:00 to 10:30 pm. We welcome your participation and hope to provide a larger selection of products and merchandise to those attending each of the events.

It is the vendors' responsibility to provide complete and accurate information about the products they will be selling at Summerfest. The City of Albuquerque Special Events staff must approve any and all items that will be sold from your booth. Once approved, vendors may not alter the products identified on their application without prior approval from the City of Albuquerque, Special Events staff. Activities other than the sale of arts, crafts and novelty items must be approved by the City of Albuquerque, Special Events staff. (Example: Face painting, balloons) Vendors will be assigned to a designated area. Mobile vending will be at the discretion of the Special Events staff and prior approval is required.

NOTE: All items sold should be suitable for family oriented events. **No obscene or offensive slogans, pictures, artifacts, or drug paraphernalia will be allowed.**

The cost per event for a 10'x10' space is \$45.00. **You will be notified by phone once selections have been made.** You will be required to come in and pay a **non-refundable deposit of \$15.00** for each night you have been awarded no later than **Tuesday, June 13, 2006** before 4:45pm. **Payments will not be accepted unless accompanied by a copy of a valid City of Albuquerque Business Registration.** The person whose name appears on the business registration must be the same individual whose name appears on the application. Please contact City Treasury for questions regarding Business Registration (and/or Solicitor Permit-for mobile vending) at 768-3457. *Only one vendor will be allowed per booth. A valid City of Albuquerque Business Registration must be displayed in your booth.*

Each vendor, upon selection, will be **responsible for their own set up and tear down including tables, chairs, and canopy, within a 10' x 10' area.** Canopies are not required. The City will provide lighting to the designated area. **If you wish to set up a canopy/tent, an additional tent inspection fee will be required. Please refer all questions relating to tent inspection fees to the Fire Marshall's Office at 764-6300. Due to the new Street Market location, electricity is NOT available for vendors. Generators will not be allowed, power inverters are allowed.**

All deposits/payments must be done in person at the Cultural Services Department, 6th floor City Hall, Suite 605, 400 Marquette NW. Balances for each event are due no later than **4 working days** from each of your selected dates. If you do not pay your balance by the deadline you will forfeit your space for that particular event. If you wish to cancel a particular night and you have paid the total amount you will only be entitled to a partial refund of \$30.00 per event. However, you must notify the City Special Events staff at least **6 working days** prior to the date you wish to cancel to be eligible for a partial refund.

The City of Albuquerque Cultural Services Department has the authorization to make the final determination on the selection of vendors for "Summerfest". If more than one vendor wishes to sell the same product, on the same night, the City may select 1-3 vendors through an in-house lottery selection process. For example, if we have 5 people wishing to sell glow sticks, the City will take all 5 applications and draw 1 - 3 applications. The rest will be placed on a waiting list.

Please submit your choice of event dates with detailed information on all products to be sold at your booth on the attached application form. Be sure to read the application carefully before submission. **The deadline for submitting this application is Friday, June 2, 2006.** If you miss this deadline you may still submit an application, but you will be placed on a waiting list and be contacted if a space becomes available.

City of Albuquerque 2006 Albuquerque Summerfest Street Market Vendor Application

Business Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Please circle one: Arts & Crafts Vendor Novelty Vendor Other: _____

Please circle one: Stationary Vendor Mobile Vendor

Sales for any event contracted with the Special Events Section of the Cultural Services Department are not guaranteed. Submitting this form does not guarantee a booth space for the events described in this application.

List below all items you wish to sell from your booth. All items may not be approved for sale. Be very specific when listing glow products & products that light up. Attach a separate sheet if necessary.

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |

2006 Albuquerque Summerfest Schedule		1 10x10 space	Put a check below next to the night(s) you wish to be considered for.
June 17		\$45	
“ Zydeco/Country Night” on Civic Plaza 4:00 – 10:30 pm			
June 24		\$45	
“ International Night” on Civic Plaza 4:00 – 10:30 pm			
July 8		\$45	
“Blues Night” on Civic Plaza 4:00 – 10:30 pm			
July 15		\$45	
“ Native Rhythm Night” on Civic Plaza 4:00 – 10:30 pm			
July 22		\$45	
“Oldies Night” on Civic Plaza 4:00 – 10:30 pm			
July 29		\$45	
“Latin Sizzle” on Civic Plaza 4:00 – 10:30 pm			

Signature: _____

Date: _____

Return to: Linda Hubley, Special Events Supervisor
Cultural Services Department
P.O. Box 1293
Albuquerque, NM 87103
Ph. # 768-3556 / Fax # 768-2846

Cultural Services Department, Special Events
City Hall 6th Floor, Suite 605
400 Marquette NW
Albuquerque, NM 87102

Deadline for submitting this application is Friday, June 2, 2006.
PLEASE DO NOT SUBMIT PAYMENT AT THIS TIME.